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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Logistics

DATE: 17 December 1959

FROM : Chief, Printing Services Division, OL

SUBJECT: Production of Color Photographs for Agency Personnel Badges

- REF : (a) Memorandum dated 11 March 1959 to Director of Security from Director of Logistics, Subject: Color Photographs for Agency Personnel Badges
- (b) Memorandum dated 2 November 1959 to Director of Logistics from Director of Security, Subject: Use of Color Photographs for Agency Building Badges

1. Reference (a) was sent to the Director of Security following verbal discussions with Printing Services Division personnel regarding the possibility of printing Agency personnel badges in color. Reference (b) was submitted by the Director of Security following further discussions with Printing Services Division personnel on this matter. Reference (b) indicates the Director of Security's decision to convert these badges to color starting not later than July 1960. This memorandum further states that, for security reasons, this printing should be done in Agency facilities.

2. Printing Services Division technicians have thoroughly analyzed this request and are prepared to make this conversion if approval of the project is forthcoming. Present camera, processing, and printing equipment will not do the color work. Therefore, additional equipment will be required to photograph the personnel and print the badges. It is estimated that such equipment will cost approximately \$40,000. This would require an immediate expenditure which was not included in the current Printing Services Division budget. However, Printing Services Division, by deferring other equipment purchases, can probably utilize existing funds for this purpose. In addition, there will be installation and alteration costs in the [REDACTED] plant estimated at approximately \$5,000. Supplies required for printing the color badges are estimated to cost \$3,600 initially and \$1,800 more per year than material now used for black and white photographs. Printing Services Division can absorb this cost. Of the total estimated equipment cost of \$40,000, \$5,000 is for camera equipment. This cost may be borne by the Office of Security. This equipment is for continuous use. After the initial rebadging is completed it will be utilized daily

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for producing reprints, badges for new employees, and for any other Agency work requiring such equipment. It will also be used for any further rebadging projects which the Office of Security may sponsor.

3. Printing Services Division estimates that four additional personnel will be required to do the color printing required for the initial rebadging. It is believed that Printing Services Division can increase the amount of work being farmed out so that personnel may be temporarily shifted to absorb the additional workload involved in the initial rebadging. However, the continuing daily work involved after the initial rebadging is completed will require the permanent assignment of two personnel and it may be necessary to request an increase in the Printing Services Division personnel ceiling for this additional personnel. Otherwise the other work in the Photography Branch may be seriously affected. However, in order to get the project going and to acquire experience on which to base estimates of personnel requirements, the Division would request no immediate increase in personnel.

4. Authorization to purchase the equipment involved, make necessary alterations to the [REDACTED] plant, and obtain outside training for at least four personnel is requested before proceeding further with this project.

5. The alternative to doing this work in the Division's facility would be to have the work done commercially by a cleared photographic printer. As stated above, the Office of Security has indicated that this would not be satisfactory because of security considerations.

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